

1 December 1989


MEMORANDUM FOR THE RECORD

SUBJECT: Processing of Department of Defense (DoD) Requests for Pre-publication Review of Non-official Manuscripts.

1. The purpose of this memorandum is to record Information Services Division (ISD) and Public Affairs Office (PAO) agreement to procedural changes in the handling of DoD requests for pre-publication review of non-official manuscripts received from the Office of the Secretary of Defense for Security Review.

2. Background: We estimate about 20-30 manuscripts per year are received from the Office of the Secretary of Defense for Security Review each year. Of those, we estimate that about 95% are non-official manuscripts written by individuals for open publication and, therefore, appropriate for review under PRB guidelines. The remaining are official DoD documents, such as histories, that are being considered for declassification or sanitization and release to the public. Currently, all DoD pre-publication review requests are received in ISD and processed under the administrative procedures of mandatory review. Processing pre-publication reviews in the mandatory review channel has caused untimely delays and caused the DO/IRO concern because mandatory review uses more DO resources than does pre-publication review.


3. For the above reasons, Lt. Col. Zorn, 697-8120, CRB's contact in the Office of the Secretary of Defense for Security Review, was advised to send requests for pre-publication review of non-official manuscripts to:

  
Publications Review Board  
1016 Ames Building  
Central Intelligence Agency  
Washington, DC 20505

STAT

Col Zorn was advised to continue sending all requests for review of official manuscripts, such as histories, to the Information and Privacy Coordinator. Col. Zorn was very appreciative of our efforts to move DoD pre-publication requests more quickly through our review process.

4. PAO has also agreed that if any official manuscripts are received in PAO, PAO will get them to CRB/ISD immediately. CRB/ISD will likewise watch out for PAO equities on this end.

  
Chief, Classification Review Branch  
Information Services Division

STAT

CC: Chairman, PRB  
Information and Privacy Coordinator